



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 08-53**

**17 December 2008**

**E-VERIFY EMPLOYMENT VERIFICATION SYSTEM**

1. "E-Verify" is a free web-based program operated by the US Citizenship and Immigration Service (USCIS), in coordination with the Social Security Administration (SSA) that allows employers to quickly confirm identity and employment eligibility information provided on the I-9 form Employment Eligibility Verification (name, DOB, SSN, and citizenship information), as required by immigration law. This enhances the government's ability to protect national security that otherwise could be compromised by the presence of unauthorized employees.

2. Under the E-Verify process, all selected employees will need to provide clear readable copies of photo IDs for photo verification with the new I-9 form in their hire package. If the documents and required copies are not provided, the appointment date may be pushed out until the documents are provided, as the E-Verification process may not be able to be completed. This process does not apply to current technician personnel.

3. New I-9 for Entry on Duty (EODs). The new Form I-9 must be used for each new employee hired in the United States. The revised version, dated 06/05/07 (printed on the lower right corner of the form) is now the only version valid for use. Note that you are allowed to photocopy a blank I-9 and use it, but you will have to copy both sides of the form since the instructions must be available to all employees completing this form. The form can be obtained by going to the following link:  
[http://www.calguard.ca.gov/cahr/Documents/Pubs/forms/appointment%20forms/I-9\(ver-b\).pdf](http://www.calguard.ca.gov/cahr/Documents/Pubs/forms/appointment%20forms/I-9(ver-b).pdf).

4. The amended Form I-9 contains an updated list of acceptable identity and employment authorization documents. Five documents have been removed from "List A" of the "List of Acceptable Documents" and will no longer be accepted as verification:

Certificate of U.S. Citizenship	(Form N-560 or N-561)
Certificate of Naturalization	(Form N-550 or N-570)
Alien Registration Receipt Card	(I-151)
Unexpired Reentry Permit	(Form I-327)
Unexpired Refugee Travel Document	(Form I-571)

One document was added to "List A" of the "List of Acceptable Documents:"

Unexpired Employment Authorization Document	(I-766)
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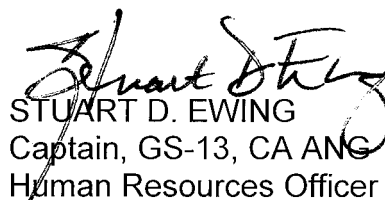
TAAI 08-53, dated 17 December 2008  
Subject: E-Verify Employment Verification System

5. Newly hired employees who are flagged during the E-Verify process will be immediately notified by HRO/HRO Remote Designee that they need to contact either the SSA or the Department for Homeland Security (DHS) to resolve the issue. New employees will be provided with the DHS or SSA Notice of Tentative Nonconfirmation and the referral notice. They will have eight (8) Government Business Days (GBDs) to report to the appropriate department to resolve their issue. Once the issue has been resolved by the appropriate department, it will update the E-Verify system, and the member will either be cleared to work or subject to termination. If employees fail to contact the appropriate department within the eight GBDs or decline to contest a Tentative Nonconfirmation, they are subject to termination.

6. Newly hired employees who feel they are erroneously flagged must notify HRO immediately, so the issue can be researched and resolved. No adverse action, including suspension or termination, will be taken against an employee, including suspension or termination, while he or she contests a Tentative Nonconfirmation, even if the matter is not resolved within ten federal government work days.

7. All work locations **must** print the English and Spanish language versions of the E-Verify Participation and the Right to Work posters. They **must** be displayed **in plain view at your hiring site(s)** to inform prospective employees that your company is participating in the E-Verify Employment Verification Program. These posters are available on the California National Guard HRO public website at <http://www.calguard.ca.gov/cahr/Pages/Publications.aspx>.

8. The POC for questions is TSgt Howard Bentley. He can be reached at CAGNET 6-3636, DSN 466-3636, (916) 854-3636, or [howard.f.bentley@us.army.mil](mailto:howard.f.bentley@us.army.mil).

  
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